



Print purchase orders

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Print purchase order


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This report provides an automated means of printing purchase orders to send to vendors.

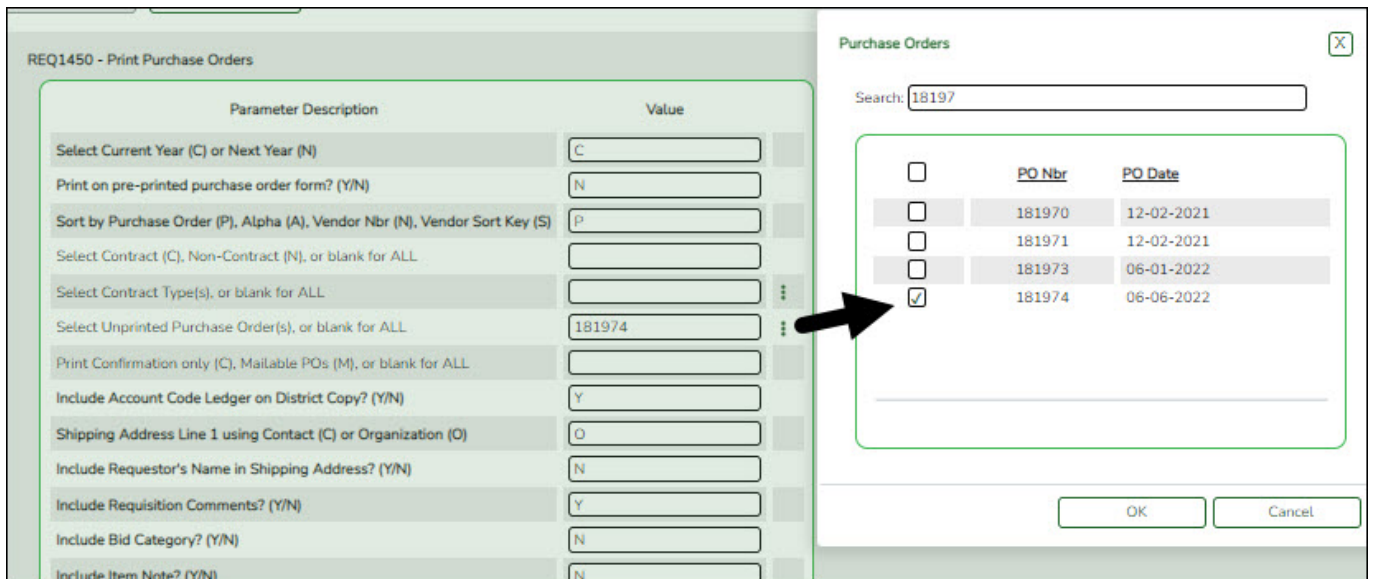
Click [PO Signature](#) to select a signature to be displayed on the purchase order.

Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

Notes:

- Even if you do not actually print the purchase order, you must click  to register the purchase order.
- The vendor name is not printed on the purchase order if a DBA name exists for the vendor on the [Finance > Maintenance > Vendor Information > Vendor Name/Address](#) tab.

Complete the necessary report parameters.



The screenshot shows the 'REQ1450 - Print Purchase Orders' configuration window. The left pane lists various parameters such as 'Select Current Year (C) or Next Year (N)' set to 'C', 'Print on pre-printed purchase order form? (Y/N)' set to 'N', and 'Select Unprinted Purchase Order(s)' set to '181974'. The right pane, titled 'Purchase Orders', has a search field containing '18197' and a table of results:


<input type="checkbox"/>	PO Nbr	PO Date
<input type="checkbox"/>	181970	12-02-2021
<input type="checkbox"/>	181971	12-02-2021
<input type="checkbox"/>	181973	06-01-2022
<input checked="" type="checkbox"/>	181974	06-06-2022

Buttons for 'OK' and 'Cancel' are visible at the bottom right of the window.



Generate the report.

The selected purchase order(s) is displayed.



IMPORTANT: You must click  to register the purchase orders even if you do not actually print them.

Vendors with No E-mail
 Vendors with E-mail
 All Vendors



First ◀ ▶ Last

Texas ISD
 1715 MAIN STREET ALAMO CITY, TX. 46119-4521
 Phone: (555) 675-6338 Fax: (555) 675-7848

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750 School
355 W FE 117
TEXAS CITY, TX 54611

V
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75 [REDACTED]

P.O. NUMBER 181974
 ATTACHMENTS N
 P.O. DATE 06-06-2022
 DELIVER BY 05-02-2022
 REQ NBR 014000
 VENDOR NBR 37586
 REF NBR
 BID NBR
 FEDERAL ID NBR 51-9128683
 VENDOR NOTE

Page: 1 of 1 vendor phone: (555) 271-2277

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.00000	.00	.00	60.00
TOTAL P.O.								\$60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
[REDACTED]	05-02-2022	F [REDACTED]	05-02-2022	[REDACTED]	06-06-2022

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
[REDACTED]	06-06-2022	[REDACTED]	06-17-2022		

First ◀ ▶ Last

Click **District** to view the district copy.

P.O. E-mail Vendors with No E-mail Vendors with E-mail All Vendors PO Signature Contract Return to Reports

First ◀ ▶ Last

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750 School
 355 W FE 117
 TEXAS CITY, TX 54611

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SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.00000	.00	.00	60.00

Account Code	Encumbrance Amt	Invoice Nbr	Expend Amount
199-11-6411.00-	20.00		
199-36-6411.00-	15.00		
240-35-6239.00-	20.00		
698-00-1264.00-	5.00		
Total:	\$60.00		

Approval Path

Seq Nbr	Approver	Status	Date
0		Approved	06-06-2022

TOTAL P.O. 60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
	05-02-2022		05-02-2022		06-06-2022

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
	06-06-2022		08-17-2022		

First ◀ ▶ Last

A message is displayed at the bottom of the page indicating that the PO was successfully processed.



If the purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) report to reprint.